**CHRIS Input to Semi-Annual Report to Congress (October 1998 through March 1999)**


**Initiative: Business Management Information System (BMIS)**

**B. Human Resources**

**Project Manager: Nancy Tomford**

**Project: Corporate Human Resource Information System (CHRIS)**

**1.0  Background**

Implementation of the Corporate Human Resource Information System (CHRIS) is critical to the Secretary=s business line goal for Corporate Management, Aorganizational excellence in corporate management systems and approaches.@ It will provide an integrated, state-of-the-art solution to the human resources, benefits, payroll, and time and labor best business practices and business information needs of the Department=s five business lines -- Energy Resources, National Security, Environmental Quality, Science and Technology, and Corporate Management.  CHRIS supports the Department-wide requirement to implement Year 2000 date change compliance for mission-essential computer systems.  With the recently completed Strategic Information Management process which resulted in a business case for system modernization in support of financial management and budget execution, CHRIS implementation will provide interoperability and integration with this new corporate system under the Department=s Business Management Information System umbrella.  Other expected benefits include: a more informed decision-making business environment; efficiencies in operations; reduction in paperwork; elimination of redundant information systems and non-value added and duplicative work; and the accessability to information needed by management to make sound, reasoned decisions.

A project management structure has been established for CHRIS to provide corporate oversight of the implementation process, make decisions concerning how CHRIS will be used throughout the Department, coordinate implementation at all sites, improve business practices to take maximum advantage of automated capabilities, and to track project costs, savings, and tasks.  A full-time Project Manager is accountable to the Chief Information Officer, the Chief Financial Officer, and the Director of Management and Administration for the project=s success.  The Project Manager, supported by three team leaders -- human resource/benefits, payroll/time and labor, and systems/technical -- is responsible for project leadership, advocacy, communication, oversight, collaboration, evaluation, and coordination of the overall project, project plan, budget, resource needs, and internal and external relationships.

Components of the Project include ensuring that the Department can sustain ongoing payroll operations past Year 2000 with the CHRIS/payroll (PAYS) interface until such time as the integrated system is in full production; implementing a fully integrated suite of PeopleSoft Federal commercial-off-the-shelf (COTS) human resources, benefits, payroll, and time and labor software products; providing web-based access at the employee desktop to personnel and payroll

information and services via DOE Employee Self Service; and maintaining DOEInfo, the Department≈s data repository. Development costs for the PeopleSoft human resources and benefits implementation are funded by the Corporate Management Information Program; payroll operations and development costs are funded by the Department≈s Working Capital Fund.

## 2.0  Project Mileshments, Progress, and Accomplishments (since last report)

10/98   First employee pay checks issued via CHRIS to PAYS interface.

10/98   Non-Y2K compliant personnel (PERS) portion of legacy PAY/PERS system retired.

11/98   Successfully generated first Central Personnel Data File dynamics report to the Office of Personnel Management from CHRIS as official personnel system of record.

12/98   CHRIS production environment stabilized with completion of priority development and modifications necessary to assure a high level of data integrity.

12/98   DOE Employee Self Service implemented to provide desktop capability for employees to view appropriate personnel and payroll information, in addition to providing numerous tools to enhance their understanding of human resource requirements and to assist them in providing information as necessary to the human resource and payroll staffs.

1/99    Successfully generated first Central Personnel Data File status report to the Office of Personnel Management from CHRIS as official personnel system of record.

1/99    Mass produced personnel actions to implement the 1999 annual cost of living increase for 99.5% of DOE employees.

1/99    Completed CHRIS Y2K requirements.

2/99    Completed PAYS Y2K requirements which ensured no interruption in pay check processing until PeopleSoft integrated suite can be fully implemented.

2/99    Established Payroll and Time and Labor implementation team and began PeopleSoft training.

2/99    Completed semi-annual review of implementation priorities, project plan, and budget and made adjustments in projected goals and milestones as appropriate.

3/99    Completed fit/gap analysis of training administration functionality in PeopleSoft Federal and developed design document to support development and modifications required for implementation.

3/99    Successfully completed independent verification and validation of Y2K requirements for

CHRIS, the interface, and PAYS.

3/99    Finalized recommendations on re-engineering position management/classification processes, presented recommendations to Human Resources (HR) community, and achieved consensus decision to proceed with recommended new business process approach.

## 3.0  Performance Measures

### 3.1  Description of Performance-Based System:

The reporting threshold for cost and schedule variances will be 10% for this project.

#### 3.1.1  Previous baseline goals:

Previous baseline goals for Fiscal Year 1999 have been met.

#### 3.1.2  Current estimate:

Current estimates of the performance goals of this project are identified in 3.2.

#### 3.1.3  Variance from baseline goals:

Previously stated goals were more generic in nature than the performance measures provided in 3.2 below.

#### 3.1.4  Corrective actions:

Based on the semi-annual review of the implementation priorities, project plan, and budget, adjustments were made in some of the implementation schedule priorities and planned completion dates for the remainder of Fiscal Year 1999.

#### 3.1.5  Proposed revisions to baseline goals:

There are no proposed revisions to the baseline goal at this time.

### 3.2  Performance Goals:

**3.2.1  Overarching Project Goals.** CHRIS will replace the PAY/PERS system, which is nearing the end of its life cycle, as well as redundant or outdated HR information systems which have been identified throughout DOE.  CHRIS will also provide a standardized platform with instant access to human resource and payroll data through the use of web-based technologies, enabling the HR and payroll communities to respond much more effectively and efficiently to the needs of DOE managers and employees. In addition, CHRIS will

provide more timely and accurate information for decision-making purposes.
**Current Status:** In development

**3.2.2** Provide DOE employees web-based access from the desktop to view appropriate personnel and payroll information.

**Current Status:** Completed 12/98 with implementation of DOE Employee Self Service.

**3.2.3** Complete Y2K compliance requirements for CHRIS and PAYS by April 1999 to ensure that there is no interruption in payroll processing pending the full implementation of PeopleSoft≠s integrated suite.

Measure: Successfully completed IV&V testing of CHRIS and submitted Contingency Plan addressing Y2K issues by March 31, 1999.

**Current Status:** Completed

**3.2.4** Maintain CHRIS in a full production environment for personnel action processing as the official personnel system of record.

Measure: Maintain data integrity at a level that results in no less than a 95% Office of Personnel Management report approval rate.

**Current Status:** Continuing Effort

**3.2.5** Expand DOE employee and manager web-based access from the desktop to provide additional information and services by September 30, 1999.

Measure: Provide employees with the ability to update education, address, telephone numbers, and emergency contacts by September 30, 1999.

**Current Status:** In Development

**3.2.6** Implement CHRIS as the official system of record for employee training administration across the Department.

Measure: CHRIS utilized as official training system of record Department-wide by October 2000.

**Current Status:** In Development

**3.2.7** Upgrade to PeopleSoft Federal release 7.5 and/or 8.0 by October 2000.

Measure: Performance measure will be determined when the scope of the    upgrade has

been defined by the vendor.

**Current Status:** Pending announcement of release schedules

**3.2.8** Re-engineer and implement at least one additional human resource functionality by October 2000.

Measure: Performance measure will be specifically determined for each phase of implementation, pending evaluation and definition of the scope of each function.

**Current Status:** Pending selection of functionality by HR community

## 4.0  Issues or Concerns

No significant issues or concerns have been identified for this initiative.

## 5.0  Cost Schedule (in millions)

| FY1998 | FY 1999 | FY 2000 | FY 2001 | FY 2002 | FY 2003 | FY 2004 | Total |
|--------|---------|---------|---------|---------|---------|---------|-------|
| $2.0   | $1.4    | $2.6    | $2.6    | $1.8    | $1.8    | $1.8    | $14.0 |

## 5.1  Revisions to the November 1998, Cost Schedule Budgetary Baseline

The management decision to implement a fully integrated suite of PeopleSoft Federal commercial-off the-shelf human resources, benefits, payroll, and time and labor software products requires additional resources in FY 2000 and FY 2001.

## 6.0  Implementation Schedule

4/99    Install and configure servers at Headquarters to provide off-site back up and recovery for CHRIS (servers also to be used for Payroll and Time and Labor software development).

4/99    Complete CHRIS/PAYS systems modifications to implement Office of Personnel Management mandated change in character length of Federal Employees Group Life Insurance code and convert data to new codes; implement procedures for processing new FEGLI options in CHRIS/PAYS.

4/99    Initiate development of training administration functionality to meet training community user identified needs; mass processing capabilities for budget and reporting (B&R) recast, organization title changes, and reorganizations; and additional reports and ticklers for users and project staff.

4/99    Conduct refresher and new training needs assessment of CHRIS HR user community and develop project plan to respond to the identified needs.

5/99    Finalize requirements for implementation of position management/classification recommendations and develop proposed implementation project plan and cost estimates.

5/99    Implement processing of Thrift Savings Plan options in CHRIS/PAYS.

5/99    Determine prototype participants from among Headquarters Program Offices for installation of the PeopleSoft client in administrative offices, install software via a single server at Headquarters, provide access to CHRIS for designated users, and train staff to run corporate reports and review employee information.

5/99    Install PeopleSoft Payroll and Time and Labor and begin initial functional analysis (scheduled for completion by 12/99).

7/99    Propose Phase III human resource re-engineering options to the HR community and reach consensus decision.

8/99    Complete development of  training administration functionality to meet the training community user identified needs; mass processing capabilities for B&R recast, organization title changes, and reorganizations; and additional reports and ticklers for users and project staff, as well as conduct a full systems integration test.

8/99    Complete updating and issue the revised CHRIS HR Users Manual, as well as implement additional training tools identified through user training assessment survey.

9/99    Implement a Department-wide web-based position description library.

9/99    Implement training administration functionality in CHRIS and retire at least one training system as a result; plan for roll out of functionality to all DOE sites for mandatory use of CHRIS as official training system of record for the Department.

9/99    Conduct the initial analysis of the human resource systems that have been eliminated as a result of CHRIS implementation.

9/99    Provide the capability via DOE Employee Self Service web application for employees to update personal information to include home address; office, home, and fax numbers; e-mail address; room and building location; and emergency contact information.

9/99    Establish a project plan and work breakdown structure for Fiscal Year 2000 (Phase III) for HRMS, Benefits, Payroll, and Time and Labor.